
NFOCUS Major Release Children and Family Services August 12, 2018

A Major Release of the NFOCUS system is being implemented August 12, 2018. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All NFOCUS users should read this section.

Electronic Application: NFOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: NFOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section.

Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All NFOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to NFOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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General Interest and Mainframe

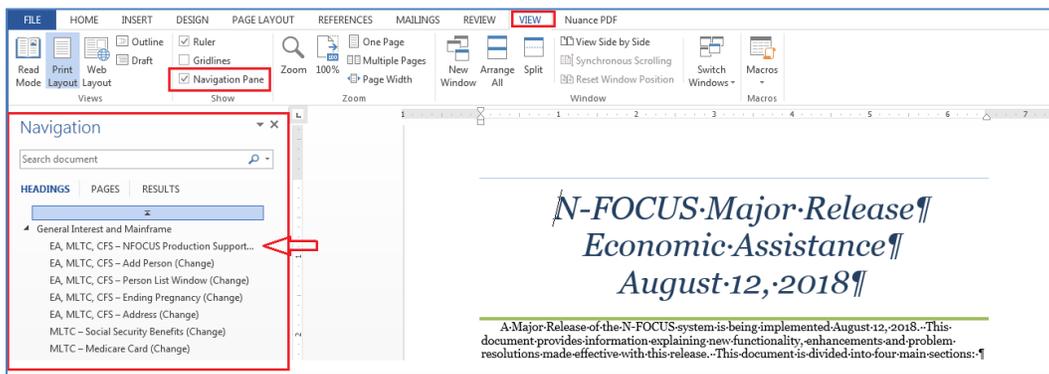
Navigating Release Notes

A quick way to navigate through the Release Notes is to use the Navigation pane on the left side of the screen. To activate this pane, simply follow these steps:

- Click the View Tab
- Place a check mark in front of Navigation Pane

Result: The Navigation Pane will display on the left side of the screen.

- Scroll through the Table of Contents and click the topic you wish to view.



Master Client Index MCI – New

Note that this functionality was delayed from the April release.

Medicaid eligibility is in the process of being moved from NFOCUS to NTRAC. As part of this change, the Master Client Index (MCI) will maintain person data from both systems. The Master Client Index (MCI) data will be synchronized between NFOCUS and NTRAC to streamline the data management (create, update, merge & discontinue) processes between Medicaid and non-Medicaid Programs.

To create the MCI, the data synchronization process uses certain attributes of client information (person demographic data) such as first and last names, date of birth, gender, SSN, etc. It reduces the potential to create duplicate records, makes it easier to manage a person's information, and allows DHHS to integrate programs on an enterprise level.

Having the people linked in both systems allows for the daily interface between NFOCUS and NTRAC to pass eligibility information back and forth for an individual.

The MCI Implementation will be handled in two phases. The first phase is the integration of NFOCUS with MCI. The second phase of the MCI implementation will be the integration of NTRAC with the MCI.

NFOCUS Production Support Hours

NFOCUS Production Support Hours are from 7:00 AM (CST) until 5:30 (CST). We have staff meeting every Wednesday morning from 8:00 until 10:00. During this time you may leave a voice mail or send in an e-mail.

Please leave your BF Number, Master Case Number and your name and phone number in your message.

If you have a Case Error and do not want to wait on the phone you can send an e-mail to our production support mailbox.

Please put the MC number, your BF number and you logon ID in the e-mail and send it to DHHS NFOCUS Production Support DHHS.NFOCUSProductionSupport@nebraska.gov.

You will then receive an Instant Message when the case has been reset and you must open the Master Case to the navigator window before you check the case in. This will reset any triggers that were created before the error.

Add Person (Change)

An NFOCUS person ID can be entered on the Add Person window. The out select arrow is then enabled and the person's details are pulled back into the window. This saves the user from having to reenter the details when the person is known to exist on NFOCUS.

Note: The person details cannot be edited from the Add Person window. Select the Perform Clearance button to save the Add action.

N-FOCUS - Add Person

N-FOCUS ID 

- OR -

Name

First

Middle

Last

Ext

Sex

SSN Interim SSN

Birth Date

Ethnicity

Race
(Select ALL that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Declined
- Native Hawaiian or Other Pacific Islander
- Unknown
- White

See additional screen print on the following page.

N-FOCUS - Add Person

N-FOCUS ID 

- OR -

Name

First

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Ext

Sex

SSN

Birth Date

Ethnicity

Race
(Select ALL that apply)

- American Indian or Alaska Native
- Asian
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- Declined
- Native Hawaiian or Other Pacific Islander
- Unknown
- White

N-FOCUS - T

Person List Window (Change)

The File Director icon has been added to the window.

The SSN column has been reduced to SSN4. Previously the SSN was displayed as XXX-XX-1234.

N-FOCUS - Person List

File View Help

Last	First	MI	Ext	SSN Lst4	Birth Date	Se	Number	Discontinue
PACER	ANGELA			1234	06-01-1984	F	140001	
PACER	ANGELA				06-01-1985	F	140233	Y
PACER	JACKIE				10-15-2011	F	140002	
PACER	LINDA	B			09-08-2014	F	140166	
PACER	MIKE	P			01-07-2017	M	140167	
PACKARD	HUGH	L		0303	09-22-2012	M	140268	
PACKARD	TIFFANY	L		0808	06-27-1983	F	140267	
PAES	LEANDER			3551	12-12-1988	M	140241	
PAIN	BECKY			4561	09-18-1990	F	140003	
PAIN	LINDSEY				07-04-2016	F	140005	Y
PAIN	LINDSEY	M		4016	07-04-2016	F	140245	

Physical Address

Telephone Numbers

Home Ext.

Work Ext.

Cellular

Mailing Address

Email Address

Ending Pregnancy (Change)

Ending a pregnancy due to birth will now take the worker through the person clearance process.

The Resolve Modified Person window will open if potential matches are found. The user can Accept Changes or Reject Changes. The purpose is to identify duplicate people.

Call production support if a duplicate is identified.

Address (Change)

When a person has both a Physical Address and a Mailing Address and the Physical Address is changed but the Mailing Address is not changed, a window will pop up saying 'You have updated the physical address. Check the mailing address to determine if it needs to be changed'.

Workers should update the Mailing Address if necessary.

This reminder does not apply to Organization address changes.

The screenshot shows the 'Address of: PERSON' window in N-FOCUS. The window has three radio buttons: 'Physical Address' (selected), 'Mailing Address', and 'E-Mail Only'. The 'UPDATE' button is in the top right. The address fields are as follows:

Number	Direction	Street Name	Type	Postdirection
19959		ODESSA	ST	

Other fields include Unit Type, Unit Number, City (LINCOLN), State (NE), Zip Code (68502), and County (Lancaster). A 'Client Preferences History' sidebar is visible on the right with options like 'E-Mail Address...', 'Directions...', etc.

A dialog box is overlaid on the window with the following text:

NFO2611C - You have updated the physical address. Check the mailing address to determine if it needs to be changed.

At the bottom of the window, there are two address sections:

Physical Address	Mailing Address
NICCO ASHLEY 19959 ODESSA ST LINCOLN NE 68502	NICCO ASHLEY PO BOX 999 LINCOLN NE 68508

Buttons for 'OK', 'Cancel', and 'Help' are at the bottom. The status bar at the bottom right shows 'N-FOCUS - Test Date 06-18-2018 14:19'.

Child Care Details Window (New)

The Home Details page will no longer show the CC License ID; QRIS; Accreditation and Sixpence. A new Child Care Details button has been added and the Child Care details have been moved to a new window.

Facility Type	Slots	Status	Begin Date	Reason
CHILD CARE CENTER	0	ACTIVE	04-01-2018	
ADOPTIVE HOME RELATIVE(APPROVED)	0	INQUIRY	06-01-2018	

The Child Care details button will open a new window. This window will show only Child Care facilities. Workers will select which facility they are addressing and make required changes to Accreditation, Inspection and Head Start. Sixpence is no longer tracked on NFOCUS.

CFS facilities will not show in the Child Care Details window.

Facility Type	Status	Begin Date
CHILD CARE CENTER	ACTIVE	04-01-2018
FAMILY CHILD CARE HOME I	HOLD	06-01-2018

No changes have been made to accreditation or QRIS functionality, including history. The CC facility must be in Active status in order to enable Accreditation, Inspection and Head Start. All other status will have these attributes grayed out.

The screenshot shows the 'N-FOCUS - Child Care Details' window. At the top, it displays 'Organization Name ORVELLI, ROSIE' and 'Id Nbr# 83361284'. Below this is a table of facility types:

Facility Type	Status	Begin Date
CHILD CARE CENTER	ACTIVE	04-01-2018
FAMILY CHILD CARE HOME I	HOLD	06-01-2018

Below the table, the 'Child Care License Id Number' is set to 'CCC42563'. There are sections for 'Accreditation', 'QRIS STEP Rating', 'Inspection', and 'Head Start', each with dropdown menus and date fields. The 'Inspection' section is currently empty. The bottom right corner shows the date '07-18-2018' and time '11:32:40'.

Inspection

RD workers will select which type of Inspection they are adding to the facility type. Selections are: License, Subsidy New, Subsidy Renew, In-home. Workers will not be able to delete an inspection date that is more than 12 months prior to current date. Workers will not be able to future date inspection date. Inspection will enable for Child Care Center, Family Home 1 and 2, License Exempt, Family In-Home and Family In-Home Special Needs.

Inspection History

RD workers will be able to delete inspection history if an entry is incorrect. They will highlight the line they wish to delete and select delete. History that is more than 12 months prior to current date will not be allowed to be deleted.

N-FOCUS - Inspection History

Facility Type CHILD CARE CENTER

Begin Date 04-01-2018 Status ACTIVE

Inspection Date	Inspection Type	Created by	Created on
04-01-2018	Subsidy New	DSSZ908	04-01-2018

Delete

OK

N-FOCUS - Inspection History

Facility Type CHILD CARE CENTER

Begin Date 04-01-2018 Status ACTIVE

Inspection Date	Inspection Type	Created by	Created on
05-01-2018	Subsidy Renew	DSSZ908	06-01-2018
04-01-2018	Subsidy New	DSSZ908	04-01-2018

Delete

Delete Inspection History

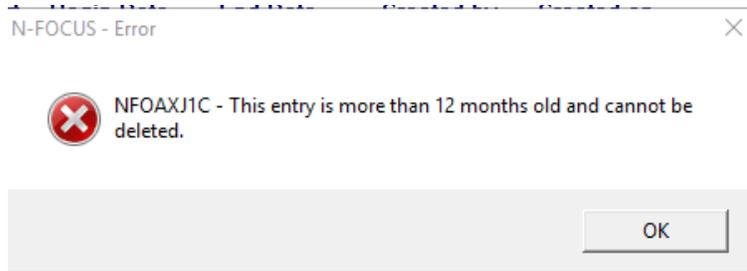
INFOAXJ1C - Selected Inspection History row is going to be deleted. Do you want to continue?

Yes No

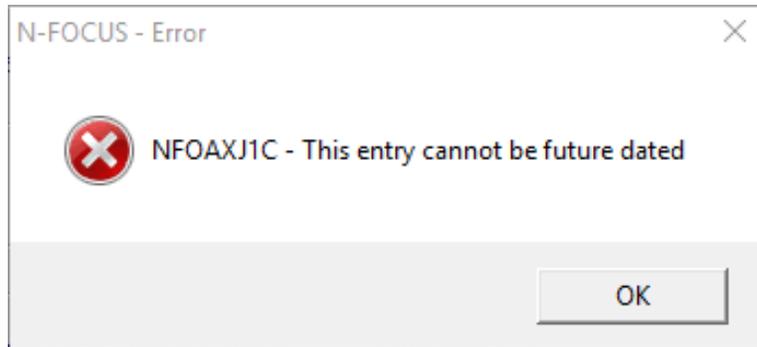
OK

Workers will not be able to delete rows that are more than 12 months from the current date. A message will generate indicating this requirement.

See additional screen prints on following page.



Workers will not be able to future date entries. A message will generate if the worker attempts this.

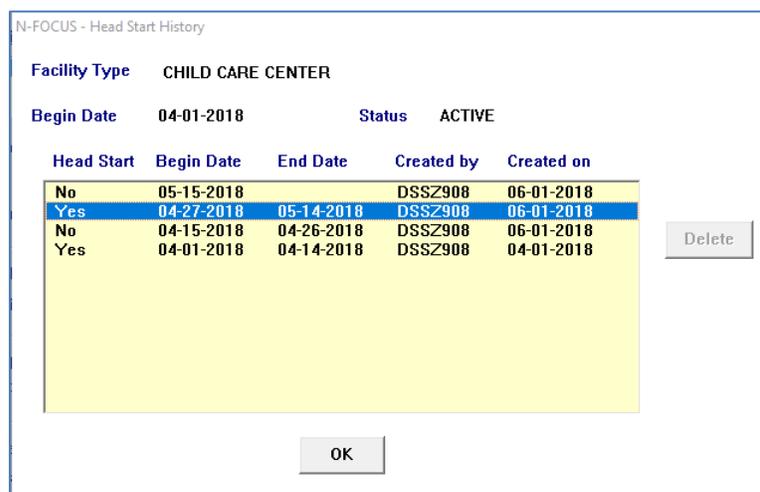


Head Start

Workers will add Head Start data by selecting Yes or No, and the begin date. Workers will receive an error message if they try to put a blank space in the Head Start drop down. Head Start will only enable for Child Care Center, Family home 1 and 2.

Head Start History

RD workers will be able to view Head Start entries in the history tab. They will be able to delete history, however, they must delete the top row only. Delete will not enable for any row other than the top row. In order to delete an error entry that is not the top row they will need to delete every row that was entered before the error entry they are wanting to adjust.



N-FOCUS - Head Start History

Facility Type CHILD CARE CENTER

Begin Date 04-01-2018 **Status** ACTIVE

Head Start	Begin Date	End Date	Created by	Created on
No	05-15-2018		DSSZ908	06-01-2018
Yes	04-27-2018	05-14-2018	DSSZ908	06-01-2018
No	04-15-2018	04-26-2018	DSSZ908	06-01-2018
Yes	04-01-2018	04-14-2018	DSSZ908	04-01-2018

Delete Head Start history

 NFOAXJ1C - Selected Head Start History row is going to be deleted. Do you want to continue?

The end date will adjust with every row that is deleted in order to show a current status of Head Start.

N-FOCUS - Head Start History

Facility Type CHILD CARE CENTER

Begin Date 04-01-2018 **Status** ACTIVE

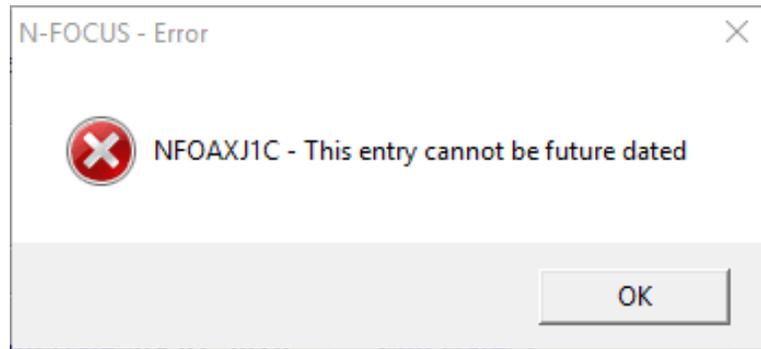
Head Start	Begin Date	End Date	Created by	Created on
Yes	04-27-2018		DSSZ908	06-01-2018
No	04-15-2018	04-26-2018	DSSZ908	06-01-2018
Yes	04-01-2018	04-14-2018	DSSZ908	04-01-2018

Workers will not be able to delete rows that are more than 12 months from the current date. A message will generate indicating this requirement.

N-FOCUS - Error

 NFOAXJ1C - This entry is more than 12 months old and cannot be deleted.

Workers will not be able to future date entries. A message will generate if the worker attempts to future date.



Pre-Print Claims Schedule (Update)

The following provides information regarding the Pre-Print Claims Schedule:

Occurrence Related

- This file is for one time related providers such as EF, EA, etc. that are providing occurrence related services. This file is sent to OnBase nightly.

Weekly

- This file will run every Friday and extract any authorizations that were created for the following Monday through Sunday.

Semi-Monthly

- This file runs on the 1st and 16th of each month.
 - The run on the 1st extracts authorizations created for the 1st through the 15th of the month.
 - The run on the 16th extracts authorizations for the 16th through the end of the month.

Note: If the authorization is created in the current month the claim lines will run with nightly batch process.

Example: Authorization created on 7/7/15. The file will run that night and within the 48 hours the claim line for the first half of July would be online. The second half will be sent on the 16th. If the authorization is created on 7/20/15 the file will run that night and within 48 hours there should be 2 claim lines on the portal for the 1st and 2nd half of the month.

Monthly

- This file will run on the 25th of the month and the end of the month (last working day).
 - The 25th extract will pick up authorizations that were created between the 1st and 25th.
 - The end of the month run will pick up any authorizations created from the 26th to the last day of the month.

Note: If any of the scheduled dates is a holiday the job will run the day prior.

In order to change from MONTHLY to SEMI-MONTHLY it's best to wait and do this the 28th-the end of the month. If you change a provider from MONTHLY to SEMI-MONTHLY before the 27th, they won't get their Monthly claim line for that month because Monthly claim lines look back at the month. Semi-Monthly claim lines look forward and you will miss out on either the first or the second half of the month, depending on when the Resource Development worker makes the change.

Example: If the change from Monthly to Semi-Monthly happens on the 17th then you will miss the Monthly claim line, as well as the Semi Monthly claim line that would have went over on the 16th.

Post Print Process

The Post Print Process looks 6 months back from the current date.

Weekly Claims – The file will run every Friday and extract any authorizations that were created for the following Monday through Sunday.

If the worker missed the Friday before cut off for that week and the worker waited till the day of the service to make the service authorization, there is a post print process that would have gone back and picked up the service authorization and made a claim for the portal.

If the worker missed the Friday before cutoff for the weekly claim and makes the service authorization before the service, the claim falls into a “black hole” and the claim will never go to the portal.

Example:

Service for 6/1

- If worker made a service authorization on 5/25 or before, then the service authorization would go to the provider portal.
- If worker made the service authorization on 6/1 or after, then the service authorization would go to the provider portal.
- If the worker made the service authorization on 5/28-5/31 then that is the “black hole” and the claim will not go to the provider portal and paper billing will need to be done.

Interfaces

SVES Verification Request (Change)

In the past, when a child's Date of Birth was verified by the Nebraska Department of Vital Statistics that child was not sent to SVES for a SSN Verification so the SSN was never verified. This will now be fixed so that all new born children verified by Vital Statistics will be sent to SVES for a SSN verification.

SDX Interface Display (Fix)

Some of the SDX Demographics Category codes have been incorrect. This has been fixed. The new, more descriptive, codes are displayed in the chart below the screen print.

SDX Demographics						
SDX List	Eligibility	Financial	Payment	Demographics	Ineligible Relative	Technical
SSN:	506-21-7628	Name:	SEAN LUNDSTROM			
Birth Date:	02-23-1982	Gender:	M			
Date Received	06-13-2018					
Category	Disabled Individual					
Mailing Address			Residence Address			
2905 S 160TH PLAZA			2905 SOUTH 160TH PLAZA			
OMAHA NE			OMAHA NE			
68130 2037			68130			
Payee Name and Address			SSN:			
GUARDIAN ANGELS LIFE SERVICES			Eligible Spouse 0			
PO BOX 260			SSI Essential Person 0			
KENESAW NE			Alien Indicator			
68956 0260			Alleged born US; corroborated by US place of birth shown on Numident			
Alien Country			Alien Date			

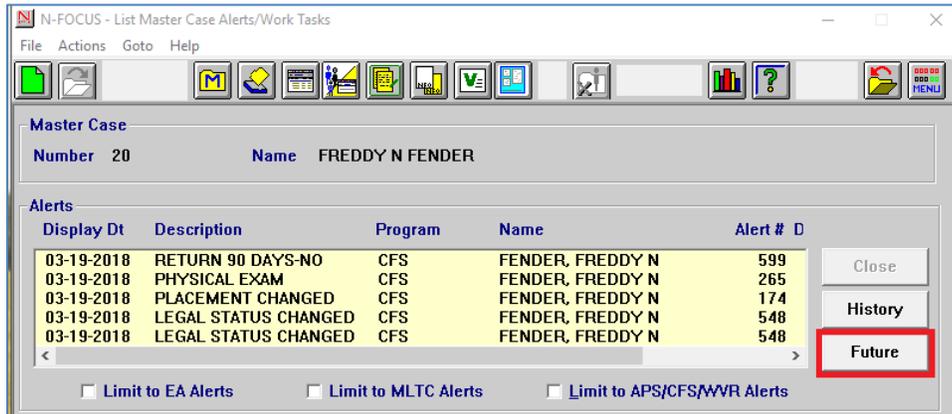
Aged individual
Aged individual with an ineligible spouse
Aged individual with eligible spouse
Blind Individual
Blind individual with ineligible Spouse
Blind individual with eligible spouse
Disabled individual with Eligible spouse
Disabled individual
Disabled individual with ineligible spouse
Blind child
Blind Child living with mother
Blind child living with father
Blind child living with both parents
Disabled child

Disabled child living with mother
Disabled child living with father
Disabled child living with both parents
Eligible individual awaiting spouse

Alerts

View Future Dated Alerts (Change)

Select the Future button to navigate to the List Master Case Alert Window in order to view Alerts for the Master Case that have a display date in the future.



All alerts with future display dates will appear, regardless of the status. The filter options are available from the filter icons.



Resource Development Alert #605 Org Person Address Change (New)

Alert 605 will be created for the RD worker assigned to the service approval when a person's address is updated on the Person Detail window and they are an Org Related Person on an organization that has an active service approval for child care.

Correspondence

Non-Discrimination Language (Change)

The Non-Discrimination language has been changed on Correspondence created in NFOCUS to the following verbiage per Federal Legislation/Regulation request:

This institution is prohibited from discriminating based on race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at:

http://www/fns.usda.gov/snap/contact_info/hotlines.htm.

To file a complaint of discrimination regarding programs receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201, or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

USDA and DHHS are equal opportunity providers and employers.

Document Imaging

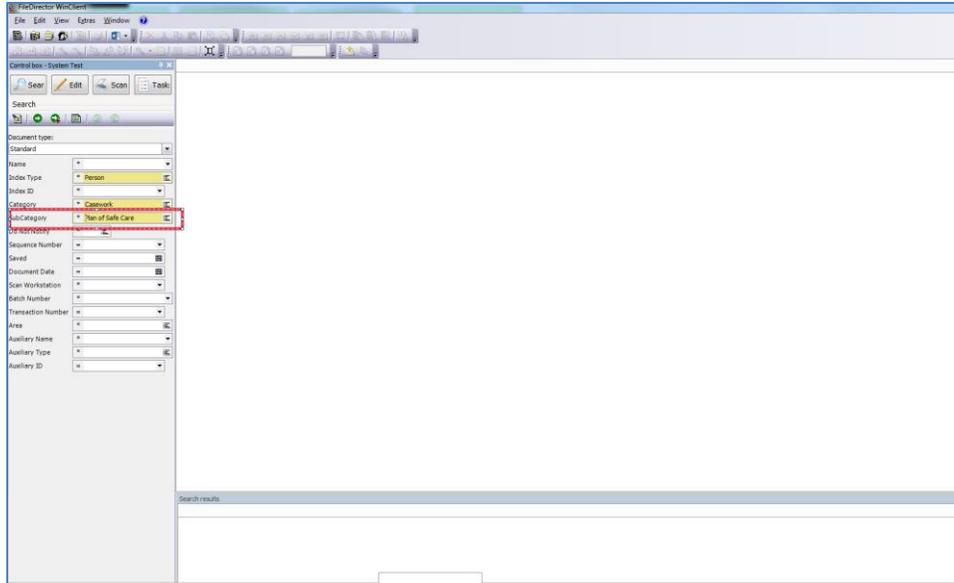
Protection and Safety Sub-Category Plan of Safe Care (New)

A Protection and Safety document imaging subcategory of 'Plan of Safe Care' has been added to the main category of 'Casework'.

This subcategory was requested to store copies of completed Plans of Safe Care for infants affected by substance use as required by the Comprehensive Addiction and Recovery Act (Public Law 114-198).

The screenshot shows the 'N-FOCUS - Add Image' dialog box. The 'Index Information' section includes a 'Name' field with 'ANGUS MACGYVER', an 'Index Type' dropdown set to 'Person', and an 'Index ID' field with '00110049'. The 'Category and Sub-Category' dropdown is open, showing 'Casework' and 'Plan of Safe Care' options. The 'Plan of Safe Care' option is highlighted with a red border. Below this, there are radio buttons for 'Generate Alert' (Yes/No) and 'Imaging Option' (Standard/Enhanced). The 'Selected Documents' section has 'Received Date' and 'Document Date' fields, both set to '07-13-2018'. The 'Indexing Mode' section has radio buttons for 'Copy' and 'Select'. The 'File Location' section has a 'Browse...' button and a text field showing 'H:\Business Analyst\New folder'. The 'Available Documents' section is empty. At the bottom, there are 'Save', 'Close', and 'Help' buttons.

See additional screen print on next page.



Expert System

Child Care Two Applications in Same Month (Change)

Workers will be able to pend a second Child Care Program Case in the same month that already had a Child Care Program case denied.

If the Household requests a prior application to be withdrawn and then reapplies at a later date in the same month, the new application date will be allowed to be entered. Only two denial reasons will require the original application from that month to be used: failed to provide or failed to complete interview.

NFOCUS Tips

Duplicate Persons in NFOCUS

Duplicate persons continue to be created in the process of creating new Master Cases, adding a person to a Master Case, creating a CHARTS referral, CFS Intakes, and adding an Administrative person (Payee, Authorized Rep, etc). **Duplicating persons creates serious issues that affect your case accuracy.** It becomes even more important to not create duplicate persons with the new Medicaid system Nebraska Timely, Responsive, Accurate, and Customer Service (NTRAC).

NFOCUS was designed so that a person should only be on the system once. Each person should have only one person number. This same person can be in a Master Case, be an Authorized Rep, be in a CHARTS referral, CFS Intake, SDM and be in an Organization. There is no reason for a person to be on the system twice. The person number is found at the bottom of this window.

The screenshot shows the 'NFOCUS - Person Detail' window. The form contains the following fields and options:

- Person Name:** First: KENNIE, Middle: (empty), Last: SANDS, Ext: [NONE]
- SSN:** (empty)
- Birth Date:** 06-30-2016
- Deceased Date:** (empty)
- Person Number:** 51318165
- Sex:** Radio buttons for Female, Male, and Unknown.

On the right side, there is a vertical list of buttons for various actions: Demographics..., Address..., Address History..., Client Preferences, E-Mail Addr. History, Military/International..., Name History..., Person Verification..., SSN History..., Telephone..., CHARTS Referral NCP..., Medicare Inquiry, MMIS History..., Person Involvements, PIN Management, Program Cases..., School Attendance..., State Ward Details..., Tribal..., and YRTC Narrative. At the bottom right, there is a status bar showing '03 03-23-2017 11:32'.

Current Issues:

- Adding a person to the Master Case with the reason of EO (Energy Only)
 - If this person is already in another Master Case then it is an existing person – do not add a new person
- Unborn already on – child is born but pregnancy is not updated and the child is added as a new person
 - If there is already an unborn in the Master Case and a child has been born, update the pregnancy do not add another NFOCUS person.
- No SSN but Name and DOB matches someone already on NFOCUS.
 - More than likely this is the same person.
 - Check the address, Master Cases they have been in, Person Involvement, etc.
- SSN already matches someone on NFOCUS.
 - Do not change the SSN by one number to get it on NFOCUS.

- Not doing a thorough clearance before adding a person to NFOCUS
- Person name misspelled or last name changed

Note: If you have any questions or cannot complete the steps indicated above, contact NFOCUS Production Support.

IMPORTANT: If you created a duplicate person in error or find ones that you think might be duplicates, please contact NFOCUS Production Support so we can correct them.

Person Search

In order to reduce the number of duplicate persons created, please take the following steps before you create a person in NFOCUS:

Use the Person Search to determine if this person is already on NFOCUS

- SSN Search – If you have an SSN, do a search by SSN. If there is no match on SSN, then search by name.
 - Even if you have an SSN it is good to also do a name search to make sure they are not already on without the SSN
 - Person Search defaults to Partial Name search – this search finds all the names with the exact spelling of the last name and first name entered plus additional names that have more letters.
 - If there is a space in the last name or first name and the one entered does not have a space – it will not find this person.

Example: If you enter John Doe – you will get all the John Doe’s plus any John with the last name of Doeden, Doenhoefer, Doerschlag, Doescher, Doeschot, etc.

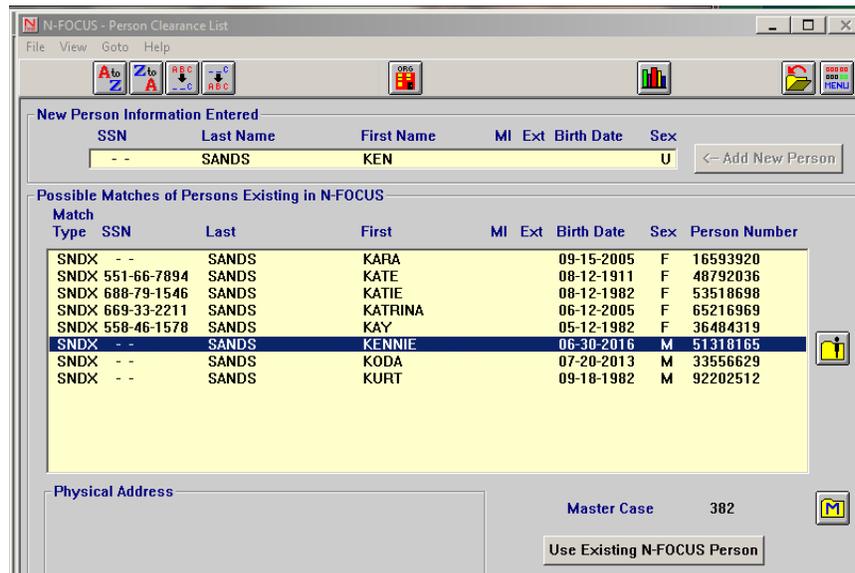
- If you are not sure how to spell the last name such as Johnson or Johnsen then enter johns as the last name and you will get matches for Johns, Johnsen, Johnson, Johnsons and Johnston with the same first name.
- It is also good to check the box ‘Search on Name History’.
- Sometime it is best to enter less to get a broader search.
- Address Search

Clearance Process

The Clearance Process uses Soundex to find names that match the name that you entered. Soundex is a phonetic program used by NFOCUS to encode last names by their sound when pronounced in English. (See Help-How Do I for an overview of Soundex.) You will get a lot more possible matches with Soundex.

- If there are over 100 matches you will get a popup that will allow you to filter – by Last Name, First Name, Partial Last Name, Partial First Name or Sex.
- Person Clearance List:
 - Take time to look at the list. From this window you can look at Person Detail, what Master Cases they are in, their address and if they are an Org related person.
 - If a person already on NFOCUS has the same name and date of birth as the person you are entering, it is most likely the same person

- If it is the same person use the button at the bottom of the window ‘**Use Existing NFOCUS Person**’
- **DO NOT** change the SSN by one number to get your person on when you have an SSN match - call NFOCUS Production Support
- See ‘Help-How Do I’ for complete instructions on the Clearance Process
- **If in doubt if this is the same person, call NFOCUS Production Support**



Administrative Person

- Always check to make sure the person is not already on NFOCUS
- When adding this person you must enter an address

Review HH Status

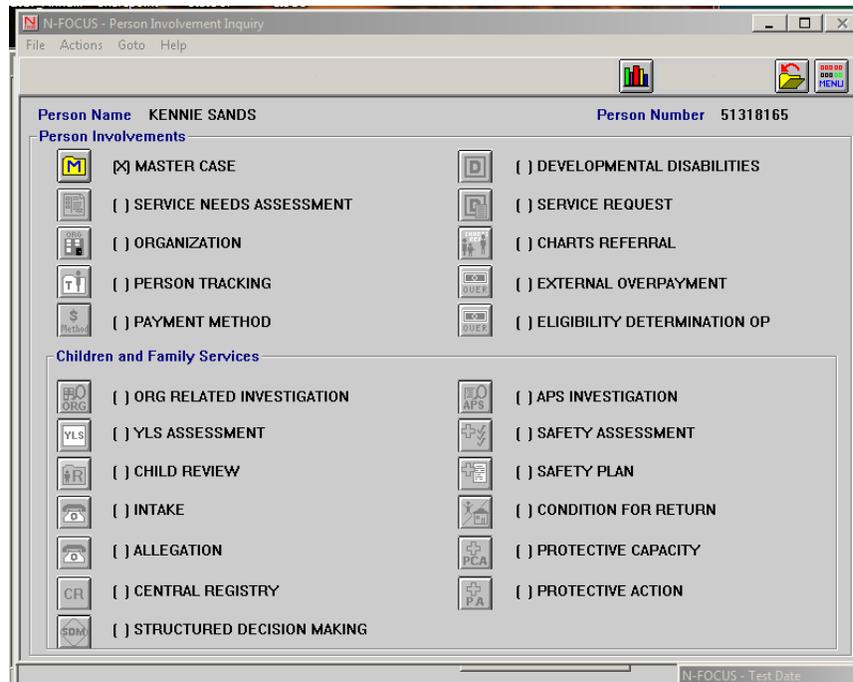
On Detail Master Case there is an icon to the right of the window in the Master Case Persons box that shows everyone that has been in this Master Case and their current status in the Master Case. Click this button to see everyone who has been in the Master Case before you add a person to the Master Case. They may already be in the Master Case you just need to change their Household status to In Household.



Review Person Involvements

Person Involvement is found on the Person Detail window. This shows all the involvements that this person has such as, Master Case, Organizations, CHARTS referrals, Overpayments, Intakes, Allegations, Safety Plans, etc.

Person Involvements



Children and Family Services

Law Enforcement Declined Allegations (Change)

A new allegation of 'Law Enforcement Declined' has been added with this release. This option will only be available when the Intake's current Status Reason is Law Enforcement.

Alternative Response – SDM Household Summary/Detail

When a program case is identified as an 'Alternative Response' case, under 'CFS Case Name' on the SDM Household Summary/Detail page, 'Alternative Response' will be displayed. This will only be displayed if it is an Alternative Response case.

N-FOCUS - SDM Household Summary/Detail

File Actions Goto Help

CFS Case Name: SISTER GEAR Master Case ID: 23

ALTERNATIVE RES

Household Name	Referral Date	Status	Status Begi Date	
MOTHER GEAR	05-01-2017	INITIAL ASSESSM	05-01-2017	Status History Summary

SDM Household

Name: MOTHER GEAR ID: 96016226

Referral Date: 05-01-2017 Status: INITIAL ASSESSMENT

Name	Role	Role Begin Date	
MOTHER GEAR	PRIMARY CAREGIVER	05-01-2017	Add
FATHER GEAR III	SECONDARY CAREGIVER	05-01-2017	Update
SISTER GEAR	CHILD	05-01-2017	Remove
BROTHER GEAR IV	CHILD	05-01-2017	End Date History

Sfty Asmnt
Sfty Plan
Risk Asmnt
Prvntn Asmnt
FSN Asmnt
Reunif. Asmnt
Risk Re-asmnt
Case Plan
Narrative

Allegation Role on Alternative Response Intake (Change)

When the status of an intake is Alternative Response, 'Allegation Role' will be blank as there are no victims or perpetrators in Alternative Response.

N-FOCUS - Detail Intake

File Actions Detail Goto Help

UPDATE

Intake Information

Name: JOE GOODLEY Number: 184

Status: Closed Status Date: 09-01-2018

Status Reason: Alternative Response Received Date: 09-01-2018

Office Assigned: LINCOLN Time: 09:10 AM

Received by: DSSZ915 Last Update Date: 07-17-2018

Last Updated by: DSSZ915 Plan of Safe Care

Source: Phone Call Type: Dependent Child

Persons/Allegations

Last	First	MI Allegation Role	Age Class	
GOODLEY	JOE		3 CHILD	Search by Address Search by Phone
GOODLEY	JENNY		4 CHILD	
GOODLEY	SALLY		5 IDENTIFIE	
GOODLEY	KAREN		37 ADULT	

Organizations

Name	Role	
LINCOLN POLICE DEPARTMENT	Law Enforcement	

07-18-2018 15:46:20

Add Allegation
Tie Intake
Caller/Reporter
A/N Factors
History
Intake Notification
Screening Decision

Intake Rescreen (New)

A new button on the 'SDM Intake Screening' window will be displayed titled 'Rescreen'. A new process is in place regarding the rescreening of intakes. Once an intake has been accepted and the IA worker or supervisor believe the intake should be rescreened, it will go to the Quality Assurance (QA) Program Accuracy Specialist (PAS) team to determine if the intake should be accepted or screened out.

When an IA worker receives an accepted intake they believe needs to be 'screened out' they will follow the below process:

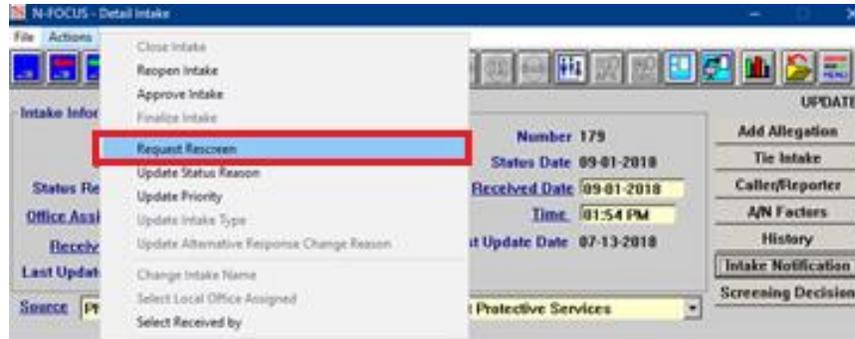
- The IA worker will email the IA Supervisor referencing the intake # and request a rescreen.
- The IA Supervisor will review the intake and any additional information gathered by the IA worker to determine if the Intake warrants a rescreen or should be worked. This review will be documented in the 'Consultation Point – Staff Initiated' Narrative.
- If the IA supervisor agrees with the request to rescreen, the IA Supervisor will request a rescreen through NFOCUS.

The screenshot shows the 'N-FOCUS - Detail Intake' window. The 'Intake Information' section includes: Name MEREDITH GREY, Number 6, Status Closed, Priority 3, Status Reason Accept for Initial Assessment, Office Assigned LINCOLN, Received by DSSZ915, Last Updated by DSSZ915, Status Date 01-04-2018, Received Date 01-04-2018, Time 10:24 AM, and Last Update Date 01-05-2018. The Source is Phone Call and the Type is Child Abuse/Neglect. The 'Persons/Allegations' table lists three individuals: MEREDITH GREY (Alleged Perpetrator, 43 ADULT), ZOLA GREY (Alleged Victim, 10 CHILD), and BAILY GREY (Alleged Victim, 3 CHILD). The 'Organizations' section lists LINCOLN POLICE DEPARTMENT (Law Enforcement). The window also features an 'UPDATE' button and a 'Request Rescreen' option in the Actions menu.

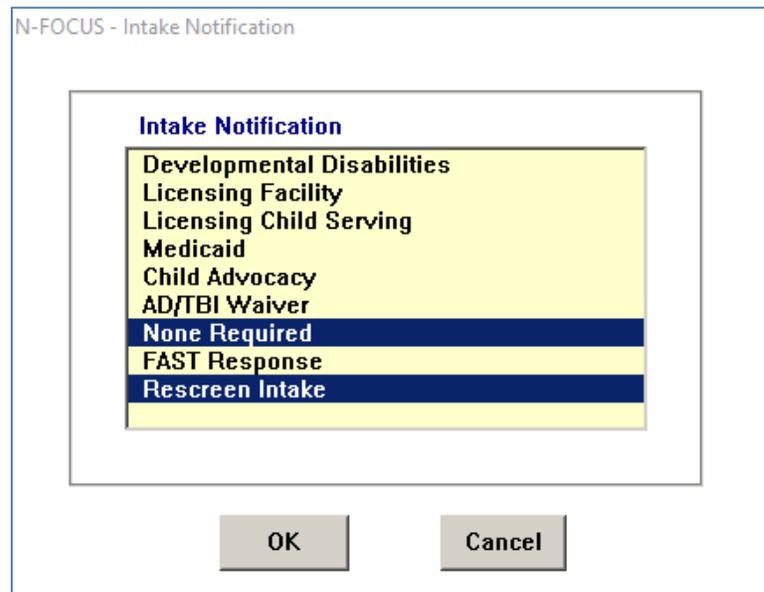
Last	First	MI	Allegation Role	Age	Class
GREY	MEREDITH		Alleged Perpetrator	43	ADULT
GREY	ZOLA		Alleged Victim	10	CHILD
GREY	BAILY		Alleged Victim	3	CHILD

Name	Role
LINCOLN POLICE DEPARTMENT	Law Enforcement

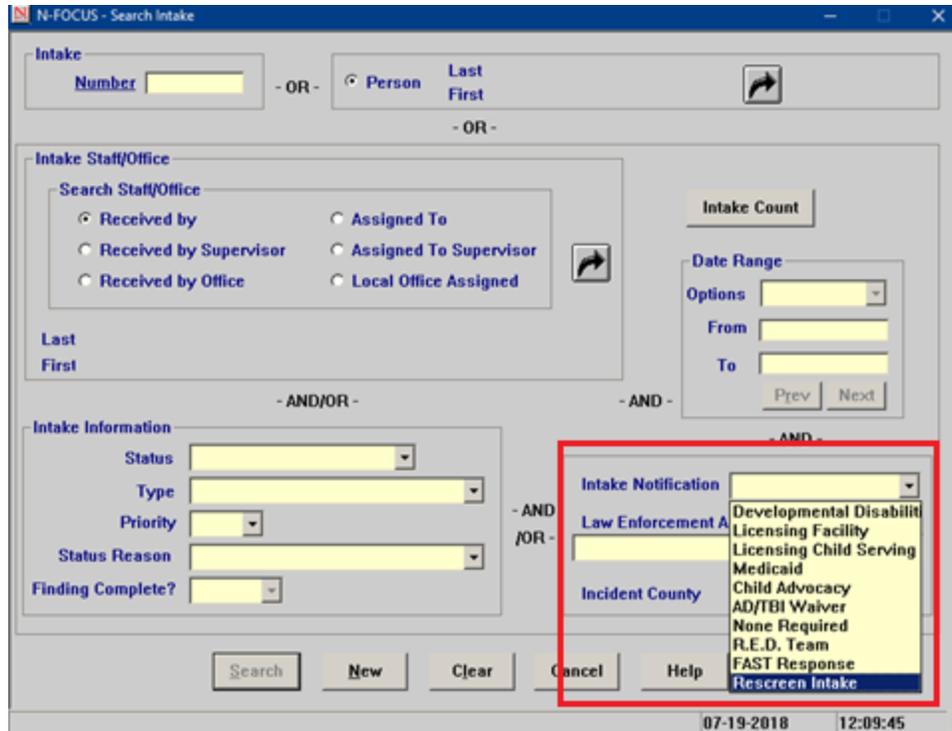
- From the 'Detail Intake' window the supervisor selects 'Request Rescreen' from the Actions menu.
 - Only Supervisors and Administrators will have security to request a rescreen.



- 'Request Rescreen' can only be selected for 'Closed' or 'Approved' intakes
- If the intake is in 'Final' status, the intake will need to be reopened in order to select 'Request Rescreen'.
- Prior to requesting a rescreen a consultation narrative is required. When selecting 'Request Rescreen', A pop up message indicating they need to complete a consultation point narrative will appear before going forward if there is not already a consultation point narrative.
- Selecting 'Request Rescreen' will automatically select/highlight 'Rescreen Intake' on the 'Intake Notification' window. The intake needs to be saved.



- The IA supervisor will send an email with the intake information to the PAS Team Email: DHHS.HotlineQA@nebraska.gov.
- The Reviewer will search for intakes on the 'Search Intake' window by 'Intake Notification' 'Rescreen Intake'.



- The Reviewer is then directed to the 'List Intake' window with a list of intakes with an 'Intake Notification' of 'RESCREEN INTAKE'

Received	Name	Number	Type	Status	P	Status Reason
03-29-2018	LEE J GAMBRILL	81	CHILD ABUSE/NEGLECT	CLOSED	1	Accept for Initial As
03-01-2018	HANNAH R GALANIS	80	CHILD ABUSE/NEGLECT	APPROVE	2	Accept for Initial As
03-01-2018	GENEVEVE M GABARDI	73	CHILD ABUSE/NEGLECT	APPROVE	3	Accept for Initial As
03-07-2018	MARK F GAARDER	66	CHILD ABUSE/NEGLECT	CLOSED	3	Accept for Initial As
02-01-2018	LAURA L GAMBREL	54	CHILD ABUSE/NEGLECT	APPROVE	1	Accept for Initial As
03-01-2018	HANNAH M GABAK	48	CHILD ABUSE/NEGLECT	CLOSED	1	Accept for Initial As

- The Reviewer selects an intake to review. From the 'Detail Intake' window the worker clicks on the 'Screening Decision' button.

N-FOCUS - Detail Intake

File Actions Detail Goto Help

Intake Information

Name MARK F GAARDER Number 66
 Status Closed Priority 3 Status Date 03-07-2018
 Status Reason Accept for Initial Assessment Received Date 03-07-2018
 Office Assigned BEATRICE Time 02:31 PM
 Received by DSSZ924 Last Update Date 03-07-2018
 Last Updated by DSSZ924

Source Phone Call Type Child Abuse/Neglect

Persons/Allegations

Last	First	MI	Allegation Role	Age	Class
GAARDER	MARK	F	Alleged Perpetrator	23	ADULT
GAARDER	MELISSA	L	Alleged Perpetrator	23	ADULT
GAARDER	MONA	S	Alleged Victim	1	CHILD
GAARDER	MATHEW	Z	Alleged Victim	2	CHILD
GAARDER	MALACHI	Z	Alleged Victim	7	CHILD

Organizations

Name	Role
LINCOLN POLICE DEPARTMENT	Law Enforcement

03-30-2018 14:59:19

- The Reviewer is directed to the 'SDM Intake Screening' window and a new button titled 'Rescreen' would be present for the Reviewer to select. This button is enabled when the Status Reason is an Accepted reason or if there is data saved from a previous rescreen.

Intake Name JONATHAN GANSON Intake Number 180 UPDATE
 Intake Type Child Abuse/Neglect Received Date 09-01-2018

Screening Detail

Initial Screening Decision	Accept	Screening	Response Priority
Final Screening Decision	Accept	Overrides	Alternative Response
Cross Report Required	NO	Intake Notification	Rescreen

Vulnerable Adult Status

Does the report involve an alleged victim who may be a vulnerable adult? No

- Once selected the Reviewer is directed to a new window. Only workers with appropriate security can update this window (Large Group user profile '21' PSWs – Small User Group INT_REOPEN_APPROVED). Specific Program Accuracy Specialists, Supervisors, and hotline Supervisors will have this security. Updates can only be made when the intake is in 'Closed' or 'Approved' status.

N-FOCUS - Intake Rescreen Detail

File Go To Help

Intake Details

Name JONATHAN GANSON **Number** 180

Status Closed **Status Date** 09-01-2018 **Received Date** 09-01-2018

Original Status Reason Accept for Placement Assmnt **Initial Priority** 3

Current Status Reason Accept for Placement Assmnt **Final Priority** 3

Initial Screening Decision Accept **Final Screening Decision** Accept

Rescreen Details

Reviewed By PSW NOW CFSS S SYSTEMTEST **Requested By** PSS NOW DFSSP S SYSTEMTES

Decision Date/Time 07-13-2018 03:34 PM **Requested Date/Time** 09-01-2018 02:58 PM

Worker Assigned

Assigned Supervisor

Decision

Approved

Decision Reason

Collateral Contact/information impacted screening criteria

07-19-2018 12:06:42

- The Date and Time of Request is populated and saved when the Request Rescreen is selected and the Rescreen Notification is turned on.
- From the Decision drop down, the Reviewer selects the Rescreen Decision, either 'Approved' or 'Not Approved' and then selects the appropriate Rescreen Reason from the Decision drop down.
- The Review Date and Time will populate based on the current date and time when the Decision and Reason are saved and the Reviewer will be populated based on the log on ID of the person who enter the information.
- Once the above steps are completed 'RESCREEN INTAKE' will no longer be highlighted on the 'Intake Notification' pop up window and will no longer show up when searching by 'Rescreen Intake' from the 'Search Intake' window.

N-FOCUS - Intake Notification

Intake Notification

- Developmental Disabilities
- Licensing Facility
- Licensing Child Serving
- Medicaid
- Child Advocacy
- AD/TBI Waiver
- None Required**
- FAST Response

OK Cancel

- There is a history button that will show the history of any changes to the Decision, Reason, ID of Person who saved the window, and the date/time of the saved decision. Fields on the History window include: Decision Date/Time, Reviewed by, Decision, and Reason.
- A new row will be created in 'History' showing a row for each rescreen request with the following information:
 - a. Reviewed by
 - b. Decision Date/Time
 - c. Rescreen requested by
 - d. Request Date/Time
 - e. Rescreen Decision
 - f. Rescreen Decision Reason

Requested	Reviewed	Decision	Decision Reason
09-01-2018 02:58 PM	07-13-2018 03:34 PM	Approved	Collateral Contact/i
07-13-2018 03:37 PM			

If the request is not approved, the Reviewer will only need to update the status of the Intake to 'Approved', if it is not already in that status. At the status update, current edits will apply for the Screening Decision and Status reason as well as a new edit that determines if there is a 'Not Approved' screen out request to ensure that the Final Screening Decision is 'Accepted'.

If a Rescreen Decision is 'Approved' to screen out the intake:

- If the intake is in Approved Status, it will need to be updated to 'Closed' Status.
- Then update:
 - a. The 'SDM Intake Screening Overrides' window and enter a Discretionary or Policy override, if warranted. This will change the Final Screening Decision to 'Not Accepted'. If Discretionary is selected an Override Narrative is required.
Or
 - b. Change the Maltreatment Type selected in the screening to 'No Allegations Apply'. This will change the Initial Screening Decision to 'Not Accepted' and if no overrides are entered, the Final Screening Decision as well.
- Update the Status Reason of the Intake to the appropriate 'screened out' status reason.
- Update the status of the intake back to 'Approved'. At the status update, current edits will apply for the Screening Decision and Status reason as well as a new edit that

determines if there is an 'Approved' screen out request to ensure that the Final Screening Decision is 'Not Accepted'.

- The QA reviewer should then send an e-mail to the assigned IA worker and their supervisor with the final decision regarding the intake rescreen.
- If the rescreen decision is 'Approved' and 'Other' is selected as a reason, a message will pop up when trying to save, indicating the worker needs to complete the 'Justification for changed the intake status reason' narrative.
 - a. 'Justification for changing the intake status reason narrative is required when approved reason 'Other' is selected'

If a Rescreen Decision is 'Not Approved' to screen out the intake:

- The Supervisor can go back into the intake and 'Request Rescreen'
- This will turn the 'Rescreen Intake' notification back on
- A supervisor can go in and request a new rescreen.....A new row will be created in 'History' showing a row for each rescreen request with the following information:
 - Reviewed by
 - Decision Date/Time
 - Rescreen requested by
 - Worker Assigned
 - Supervisor Assigned
 - Request Date/Time

Add Sibling to Change of Placement/Change of Worker Notice

When a worker creates a Change of Placement/Change of Worker Notice Correspondence they will now have the ability to send a copy to the child's sibling. Siblings that are listed in the Household as well as documented in 'Relative/Kin' will display on the CC line of the correspondence. The phone number of the placement will now, also display on the correspondence.

The screenshot shows the N-FOCUS software interface for 'Change of Placement/Change of Worker Notice'. The window title is 'N-FOCUS - Change of Placement/Change of Worker Notice'. The interface includes a menu bar (File, Detail, Help) and a toolbar with icons for home, search, and menu. The main content area is divided into several sections:

- Children:** A table listing children with columns for Name and Age.

Name	Age
JONATHAN GANSON	12 YRS.
KIMMY GIBLER	16 YRS.
LUCY GANSON	18 YRS.
RUBY GANSON	16 YRS.
- Send To:** A table listing recipients with columns for Name, Role, and Court.

Name	Role	Court
BROCK GANSON		
MICHAEL OFFNER	Judge	ADAMS COUNTY COURT
SALLY GANSON		
- Send Copy To:** A table listing recipients with columns for Name and Role.

Name	Role
JIMMY GOGO	Sibling
KVC - SOUTHEAST SERVICE AREA	Child Placing
LUCY GANSON	Sibling
- Send Copy To Tribe:** A section for entering the Tribe Name.

At the bottom right of the window, the date and time are displayed as '07-18-2018 16:00:13'.

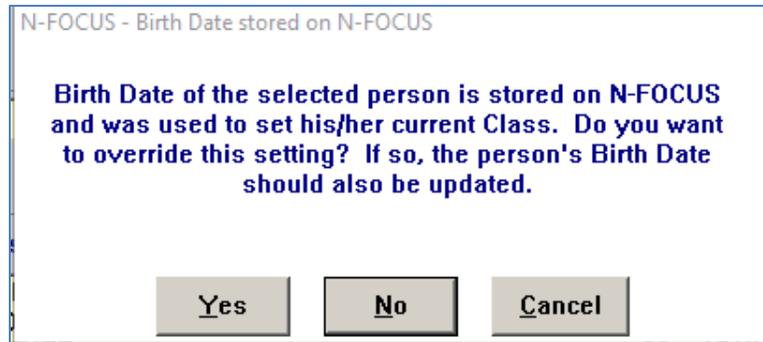
Add Role of Identified Child to Intake

The role of 'Identified Child' is being added to Intakes. A new memo was released on 05/07/2018 instructing CFS staff to distinguish an 'Identified Child(ren)' being youth age 19 or younger in a Dependency Intake who are characterized as the primary subject of concern. A child must be listed as an 'Identified Child' if it is a Dependent Child Intake. The worker will be prohibited from closing the intake until an 'Identified Child' has been classified.

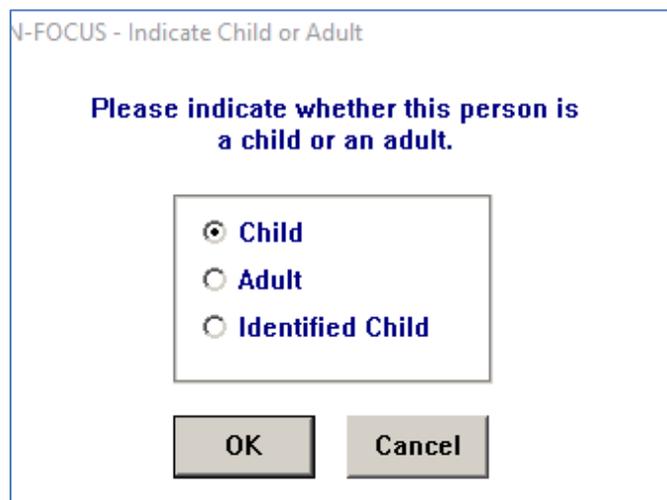
Last	First	MI Allegation Role	Age Class
GOODLEY	JOE		3 CHILD
GOODLEY	JENNY		4 CHILD
GOODLEY	SALLY		5 IDENTIFIED
GOODLEY	KAREN		37 ADULT

When adding people to an intake the worker will be asked if the person is the 'Identified Child'. The worker can select 'Yes' or 'No'. If the worker selects 'Yes' the child will be listed as the 'Identified Child' under 'Class'. If the worker selects 'No' the worker will have to select a child and go to 'Actions' and select 'Update Adult/Child Class'.

The worker will receive the following pop up:



The worker will select 'Yes' and a new pop up will display where the worker can select 'Identified Child'.



Remove Child Support Narrative from Court Report

Beginning 08/12/2018 there will no longer be a 'Child Support' narrative on the Court Report. If a Court Report was created prior to 08/12/2018 but not completed and printed until after 08/12/2018, the Child Support narrative will still be required and will still display on the Court Report. If a Court Report is created after 08/12/2018, the Child Support narrative will not show up in NFOCUS, nor will in print on the Court Report correspondence.

Placement Additional Details (Change)

Foster Homes are now required to make contact with the placed child's Parent/Guardian within 24 hours of Placement. New fields have been added to the Placement Additional Details window to document this contact:

Foster Parent Contact Within 24 Hours Group Box:

- Contacted Parent/Guardian: Drop down options - Yes, No or Exception
- Initial Contact/Exception Date: Enter the date the Contact or Exception was made
 - When Yes or Exception was selected from the contact Parent/Guardian drop down list, a Contact/Exception Date is required.
- Contact Description: Document with whom the contact was made. If an Exception was granted, this field is mandatory.
 - This field allows a maximum of 200 characters

N-FOCUS - Placement Additional Details

Agreement Signed Date	07-11-2018		
Placed By	Public Agency	Placed From	Within State
Distance from Parent	0-20 Miles	Payment Type	[NONE]
Who child can be released to	TEST		
Foster Parent Contact Parent/Guardian Within 24 hours			
Contacted Parent/Guardian	Yes	Contact/Exception Date	07-11-2018
Contact Description			
OJS Commitment Status		Date	
Managed Care			
Has the Managed Care Entity approved the placement?		History	
Decision Begin Date		Denial Reason	
Requested Level			
Level Of Care Description			
Was the placement court ordered?		Was there a managed care appeal?	
Appeal Description			

OK Cancel Help

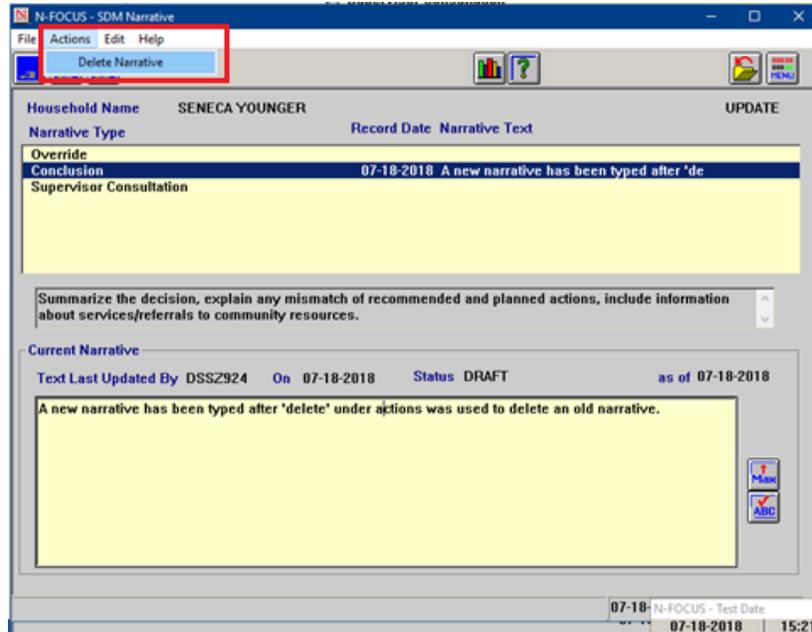
Detail Visitation Window Copy Forward (Change)

The Copy Forward icon has been added to the Detail Visitation Plan window.



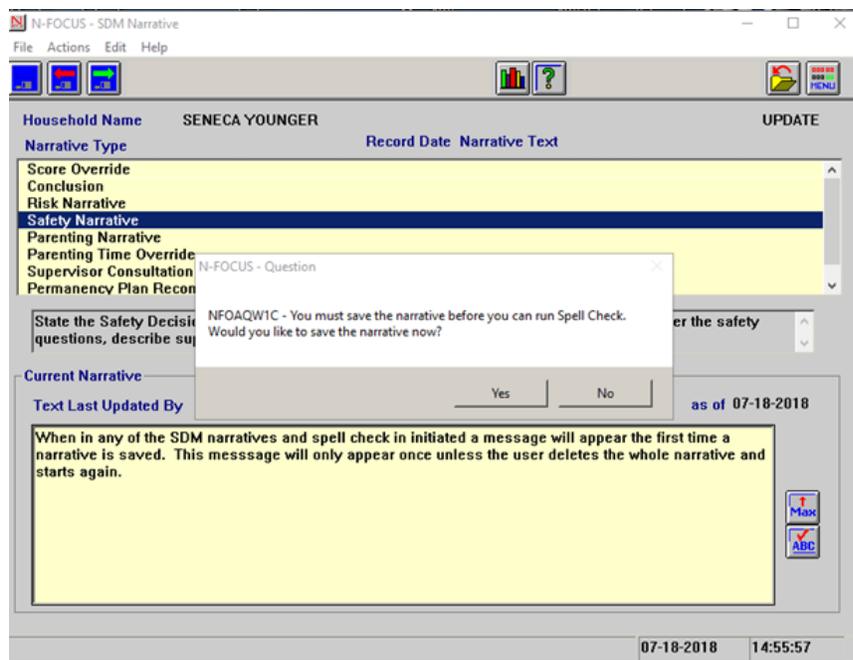
SDM Delete (Fix)

Previously, the 'Delete' under actions in all of the SDM narratives was not functioning correctly. When a user used 'Delete' and then typed a new narrative the old narrative was not being saved. This issue has been corrected.



SDM Save Message after Spell Check (Fix)

When a user initiates spell check in any of the SDM narratives a prompt will appear asking the user if they would like to save the narrative before spell check is run. The 'save' prompt only appears the first time spell check is initiated, unless the narrative is deleted completely.



Court Report Save Message after Spell Check (Fix)

When a user initiates spell check the very first time in any of the court report narratives a message will prompt the user to save the narrative first. This save does take a moment to initiate. Additionally, the 'Delete' button on the court report narratives was not working properly and when a user deleted a narrative and typed a new one the new narrative was not saving. It is believed these changes will prevent lost narratives.

The screenshot shows the N-FOCUS interface for editing a child narrative. The child's name is REBECCA R GALANIS. The narrative item is 'REASONABLE/ACTIVE EFFORTS'. The narrative text is 'EFFORTS TO PRESERVE/REUNIFY THE FAMILY; NOTIFICATION EFFORTS AND RESPONSES FROM THE TRIBE; BEST-INTEREST CONSIDERATIONS FOR OUT-OF-HOME-PLACEMENT.' A modal dialog box is displayed over the narrative text, titled 'N-FOCUS - Question', with the message: 'NFOAWI1C - You must save the narrative before you can run Spell Check. Would you like to save the narrative now?'. The dialog has 'Yes' and 'No' buttons. At the bottom of the interface, there are buttons for 'Save and Previous', 'Save', 'Save and Close', 'Close', 'Save and Next', 'Delete Narrative', and 'Copy Narrative'. The status bar at the bottom right shows '07-18-2018' and 'N-FOCUS - Test Date 07-18-2018 15:33'.

Allow IV-E funding for when a facility is on 'Hold' status (New)

Previously, when a facility was put on hold status by an RD worker IV-E funding was shut off. This meant that when the claim was run the funding would switch over to Child Welfare funding. Now, when a facility is on a 'Hold' the foster home will be paid using IV-E funds. There is no change for the user. This is a technical change only.

Foster Parent Requirement to Contact the Parent Guardian (New)

When a child and or youth is placed in a foster home CFS workers can now document that a foster parent has made contact with the child's parent or guardian within 24 hours via the Additional Details push button.

Contact Parent/Guardian Drop-Down Field Options:

- Yes - Requires a date of contact in the date field
- No - Does not require a date
- Exception - Requires a date be entered when the exception was made

Note: There is a narrative box to detail the contact made.

See screen prints on next page.

N-FOCUS - Detail Placement

File Actions Detail Goto Help

Name
SUNNY M GAAL

Type Out of Home **Facility Type/Living Arrangements** Adoptive Home (Licensed)

Where Placed
Organization SONJA GAJDA - OR -
Parent/Caretaker
Parent/Caretaker

Status Information
Status CLOSED Planned Change of Placement
Status Date 06-21-2018
Closure Reason MISSING YOUTH

Additional Details...
Child Missing Detail
Protective Service Alert
Trafficking Screening
ICPC...
Consultation Point...
IL Address...

N-FOCUS - Placement Additional Details

Agreement Signed Date 04-15-2018
Placed By Public Agency Placed From Within State
Distance from Parent 0-20 Miles Payment Type [NONE]
Who child can be released to TEST

Foster Parent Contact Parent/Guardian Within 24 hours
Contacted Parent/Guardian Yes
Contact/Exception Date
Contact Description Yes
No
Exception

OJS Commitment Status Date

Managed Care
Has the Managed Care Entity approved the placement? History
Decision Begin Date Denial Reason
Requested Level
Level Of Care Description
Was the placement court ordered? Was there a managed care appeal?
Appeal Description

OK Cancel Help

Efforts to Contact Young Adult (New)

Bridge to Independence Workers and CFS can now document efforts to contact a young adult in the multi-person narratives.

N-FOCUS - Search Multi-Person Narrative

Involved People

Last	First	Middle Name	Ext
GAMBERINI	TAMALA	PAMALA	
GAMBERINI	TANNER	MELVIN	
GAMBERINI	TARA	MONA	
GAMBERINI	TEDDY	BEAR	
GAMBERINI	TIANNA	TINA	
GAMBERINI	TINA	RINK	
GAMBERINI	TONY	MANFORD	

Select All
 Deselect All

Subject Area

ICWA
KINSHIP SEARCH
REQUIRED CONTACTS

Select All
 Deselect All

Safety, Permanency and Well-Being

Date Range

From To

Search New Clear Cancel Help

N-FOCUS - Multi-Person Narrative

File Actions Edit Goto Help

Detail Program Case ADD

Involved People

Last	First	Middle	Ext
GAMBERINI	TAMALA	PAMALA	

Add Remove

Narrative Information

Subject Required Contacts Occurrence 07-19-2018

Item PRIVATE VISIT WITH CHILD IN RESIDENCE
EFFORTS TO CONTACT FATHER - INCARCERATED
EFFORTS TO CONTACT FATHER - OUT OF STATE
EFFORTS TO CONTACT FATHER - CHOSE NOT TO ENGAGE
EFFORTS TO CONTACT FATHER (OTHER)
EFFORTS TO CONTACT FATHER (WHEREABOUTS UNKNOWN)
EFFORTS TO IDENTIFY THE FATHER
VISIT WITH BOTH PARENTS IN RESIDENCE
VISIT WITH BOTH PARENTS NON-RESIDENCE
VISIT WITH PROVIDER IN RESIDENCE
VISIT WITH PROVIDER NON-RESIDENCE
EFFORTS TO CONTACT PROVIDER
EFFORTS TO CONTACT YOUNG ADULT

Child/Young Adult Parents
 Mother Provider
 Father

Record 07-19-2018

If non-verbal document growth &

Spell Check Maximize Narrative Text Previous Next

Protective Service Alert-One Open at a time (Update)

If a user attempts to open two Protective Service Alerts at once they will receive an error message. This error message appears after the user has an open application (see below) and they try to open another PSA through the push tab 'Protective Service Alert'.

Protective Service Alert

Actions | Exit

Status: Draft
PSA ID Number: 40048937
Create Date: 07/06/2018

Case Worker: PSW NOW CFSS SYSTEMEST
Address: 3737 LAKE OMAHA, NE 68111
Phone:
Email:

Missing Person Information

Name of Youth: GIGI G GALANTE
DOB: 03/23/2005
Gender: Female
Age of Youth: 13
Race: Black or African American
Ethnicity: Not Hispanic or Latino
Date Missing: 07/05/2018

Description of Youth

Only one PSA can be opened at a time.

3462 characters remaining.

Select Images | Add Image

Image

From what city and state did this Protective Service Alert originate?

City: Gering | State: NEBRASKA

What are the circumstances of the situation and/or the relevant history of this case? | Copy

A message will appear if a user tries to open two PSA's at once.

3435 characters remaining.

N-FOCUS - Detail Placement

File Actions Detail Goto Help

Name: GIGI G GALANTE

Type: Missing Youth | Facility Type/Living Arrangements:

Where Placed: Org: NFOCUS - nfo993mn

Parent/Parent/Status Information: Status: ACTIVE | Planned Change of Placement: | Status Date: 07-05-2018

Additional Details...: Child Missing Detail, Protective Service Alert, Trafficking Screening, ICPC..., Consultation Point..., IL Address...

07-19-2018 12:05:45

Error Message: A PSA application is currently open in another window or internet explorer tab. Please close the PSA application before opening another.

License/Approval Amendments Window (Change)

The License/Approval drop down field will be added to the License/Approval Amendments window. Workers will no longer need to create a new License/Approval when updating one of the following facility types; Relative Foster Home (Approved), Kinship Foster Home (Approved) or DD Family Home (Approved); from Emergency Approval to Relative Home Approval, Kinship Home Approval or DD Family Home Approval (respectively).

When an Emergency Approval is amended to the Approval status, the end date on the existing License/Approval for that facility type will be removed, showing no end date. Which is based upon current existing licensing rules in NFOCUS for the facility and license/approval types.

CARA Plan of Safe Care Checkbox (New)

A checkbox has been added to the Detail Intake window, relating to the requirements for the Comprehensive Addition and Recovery Act (CARA) of 2016. This checkbox will allow workers to indicate whether or not a child has a Plan of Safe Care. The checkbox will only be visible for Intake Types of Child Abuse/Neglect and Dependent Child.

The box can be 'checked' by workers when the intake is in Open, Closed or Approved status. It can be 'unchecked' by workers when in Open status. If it is Closed or Approved status, then only hotline supervisors are able to 'uncheck' the box. A log of the changes/assigned value of the checkbox will be added to the history on the intake.

See Screen Prints on following page.

Intake Information

Name: JERRY GAGEL
 Status: Open
 Status Reason:
 Office Assigned: CHADRON
 Received by: DSSZ920
 Last Updated by: DSSZ920

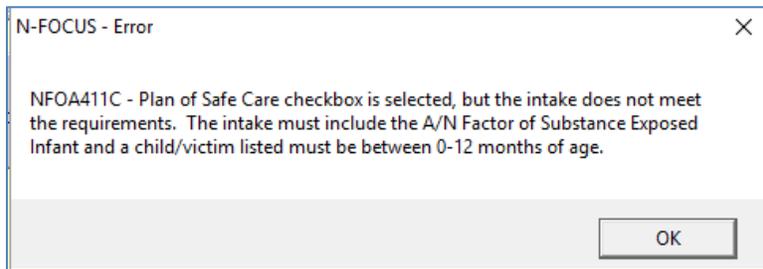
Number: 193
 Status Date: 08-20-2018
 Received Date: 08-20-2018
 Time: 12:54 PM
 Last Update Date: 07-23-2018

Plan of Safe Care

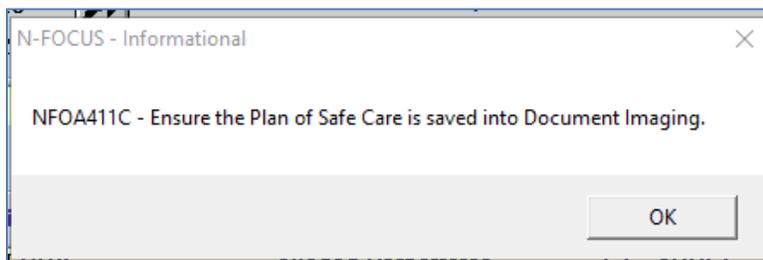
Source: Phone Call Type: Child Abuse/Neglect

Last	First	MI	Allegation Role	Age	Class
GAGEL	JERRY		Alleged Perpetrator	53	ADULT
GAGEL	SUMMER		Alleged Victim	18	CHILD
GAGEL	MORTY		Alleged Victim	1	CHILD
GAGEL	BETH		Alleged Victim	0	CHILD

If the box is checked, but requirements for the Plan of Safe Care are not met at time of saving, the error message below will appear.



When saving an intake where the Plan of Safe Care checkbox is 'checked', the reminder message below will appear.



The Plan of Safe Care information has also been added to the Intake worksheet. If the box was 'checked' it will display a 'Yes' (as shown below), if the box was not checked, it will display a 'No'.

Child Abuse/Neglect Intake Worksheet		CASE INVOLVEMENT			
		MC	Program	St	Begin Dt
		00000036	CFS	AC	12-01-2015
CHILD ADVOCACY COORDINATION REQUIRED					
Intake Number:	00000124	Intake Name:	MELANIE J GABBETT		
Status Reason:	Accept for Initial Assessment				
Priority:	1	PLAN OF SAFE CARE:	YES		
Date Received:	06-20-2018	Time Received:	12:43 PM		
		Source:	Phone Call		
Received By:	JOE SCHMO BEATRICE				
Worker Assigned:	None				
Date Assigned:	06-20-2018				
County of Incident:	Lancaster				

As a part of the CARA updates, the A/N Factor of 'Substance Exposed Newborn' will be changed to 'Substance Exposed Infant'.

N-FOCUS - Select Abuse/Neglect Factors

Please select all applicable Abuse/Neglect Factors

- Abandoned
- Abducted/Kidnapped
- Homeless
- Missing
- Alcohol Use
- Marijuana Use
- Methamphetamine Use
- Controlled Substance Use (not meth or marijuana)
- Exposure to Production/Distribution Cont Substance
- Substance Exposed Infant**
- Death
- Near Fatality
- Serious Bodily Injury
- Resulted in Admission to Hospital
- Resulted in Treatment for Long Term Disability
- Developmental Disability
- Mental Health Issues
- Physical Disability
- Gambling
- Hoarding
- Eating Disorder
- Diabetes

Licensing Agent Indicator on Detail Organization (New)

A new indicator, 'Org is Licensing Agent', has been added to the Detail Organization that will help identify what Organizations are able to be included in the list of Licensing Agencies for Foster Care License/Approvals. Organizations marked as 'Duplicate' or are in 'Closed' or 'Delete' status cannot have the indicator enabled (checked). The ability to select or make changes to this indicator will be limited to Contract Monitor Resource Developers/Supervisors and certain Administrators.

The screenshot shows the 'N-FOCUS - Detail Organization' window. The 'Organization' section includes a text field for 'Name' containing 'FOSTER CARE SERVICES'. Below it is the 'Business As Name' field. The 'Licensing Agent' section has a checkbox labeled 'Org is Licensing Agent' which is checked and highlighted with a red rectangular box. To the right, there are buttons for 'UPDATE', 'Status' (set to 'Active'), and 'Dup/Perm'. The 'Medicaid' section has a 'Decision Point ID#' field with a 'Medicaid Only' checkbox. Below that is the 'Tax Information' section with 'ID' (470000022), 'ID Type' (EIN), and 'Begin Date' (06-01-1998). The 'Organization Detail' section contains several buttons: 'Addresses...', 'Address History...', 'Tax Details...', 'Home Details...', 'Telephones...', 'List Service Auth...', and 'Energy Fuel Type'. At the bottom, there is a 'Related Persons' table with columns: Last, First, Type, Family Role, Sex, Birth Date, and End Date. The table area is currently empty.

With the implementation of this indicator, the process to assign a Licensing Agent to a Foster Care License/Approval will look a little different. To select a Licensing Agent, the user will no longer need to search through all organizations on NFOCUS. When the user clicks on the black arrow to 'swoosh out', a list window will be displayed.

The screenshot shows the 'N-FOCUS - List Organization' window. It features a table with the following data:

ID	EIN/SSN	Dup	Organization	Medicaid Provider	Energy Provid
35602466	546453212		CEDARS - SOUTHEAST SERVICE AREA	N	N
86673087	470000022		FOSTER CARE SERVICES	N	N
27764574	863951742	PERM	KVC - SOUTHEAST SERVICE AREA	N	N

Below the table, there are several sections: 'Doing Business As Name', 'Physical Address' (PO BOX 958, LINCOLN NE 68521), 'Mailing Address', 'Email Address', and 'Telephone Numbers' (Home, Work, Cellular, Fax) with 'Ext.' fields.

This organization list will only show organizations with the indicator of 'Org is Licensing Agent' checked. The user can then highlight the organization identified as the Licensing Agent

for the foster home, and use the blue arrow to 'swoosh in' and assign the Licensing Agent to the License/Approval. This process is the same when assigning the Licensing Agent from the License/Approval Amendments window.

If the user cannot find the Licensing Agent they need on the list window, the user needs to contact the Contract Monitoring Resource Development Staff for clarification or have the organization added.

CFS Search Provider Matching Window (Update)

Several updates and additions have been made to the Search Provider Matching window to simplify and improve the placement search process.

The screenshot shows the 'N-FOCUS - Search Provider Matching' window. It features several input fields and sections. The 'Organization' section has 'Name' and 'Org ID' fields. Below this is a red box containing 'Facility Type' and 'Status' dropdown menus. Further down are 'Family Language' (set to 'NONE') and '# of Slots Available' (a numeric field). Another red box highlights 'Family's Ethnic Group' (set to 'NONE') and a 'Licensing Agent' field with a black arrow icon. The 'Location' section contains a table with 'Service Area(s)' and 'County(s)' columns, both highlighted with red boxes. Below the table are 'City', 'School District', and 'Zip Code' fields. The 'Child' section includes 'Sex' (set to 'NONE') and 'Age' (set to 'NONE') dropdowns, and a list of 'Conditions' including Abandonment, Acidosis, Acromegaly, Adjustment Disorder, Aggressive Behavior, Agnosia, and Agoraphobia. At the bottom are 'Search', 'New', 'Clear', 'Cancel', and 'Help' buttons.

Facility Type: When flowing from the Main Menu, the facility types on the drop down include those used by staff when searching for out of home placement. When flowing from the Detail Placement window, all the facility types will be listed in the drop down.

Status: The option to search 'ALL' facility type statuses has been added. 'ALL' includes the status types of Inquiry, In Process, Active and Hold. It does not include Closed status. When flowing from the Main Menu, 'ALL' will be the default for searching. When flowing from the Detail Placement window, Active will be the default.

Family's Ethnic Group: This search field option is newly added. This allows the user to search for foster homes based upon the documented Ethnic Group of the family.

Licensing Agent: This search field is updated to correspond with the updated Licensing Agent Indicator on the Detail Organization. To select a Licensing Agent, the user will no longer have free form text for this field. The user clicks on the black arrow to 'swoosh out', a list window will be displayed. This organization list will only show organizations with the indicator of 'Org is

Licensing Agent' checked. The user can then highlight the organization to add to the search parameters by using the blue arrow to 'swoosh in'.

Location; Service Area(s): Service Areas have been added to the search field options. When a user selects one or multiple Service Areas from the list, the corresponding counties will be selected. If the user deselects one or more Service Areas from the list, the corresponding counties will be deselected. If after selecting a Service Area, a county is deselected, the Service Area selected will be deselected, as the entire Service Area is no longer being used in the search parameters.

Location; County(s): There is no longer a limit on how many counties can be selected at one time for a search. However, if more than 3 counties are selected, the School District field will be disabled as a search parameter.

Note: If a provider matching search yields 500 results or more, an error message will be displayed (see below). You will need to add more search parameters, to limit the number of matching results.

